To: Corporation Test Coordinators

From: Michele Walker, Director of Student Assessment

Date: January 26, 2009

Re: A2 and A3 Administrations

STC Registration and Communication

Communication is a vital component of our assessment program. The line of communication for the IN ECAs begins when the Corporation Test Coordinator (CTC) assigns a School Test Coordinator (STC) for each school in the corporation. This is accomplished by entering the name and email address on the Registration tab in the iTester Admin site.

As soon as an email address is entered and the CTC selects "Registration Complete", a communication is sent to an STC. The STC can then enter teacher email addresses so that teachers begin receiving communications.

Please note: If you haven't assigned all STCs in your corporation, please do so as soon as possible. Enrollment counts can be edited after you select Registration Complete.

Data Collection and Student Information

Student information provided in the barcode data files for the A2 administration will be available in iTester on Monday, February 2. Beginning on February 2, students can be added or moved in iTester as needed for A2. A student must be entered into the system before he/she can test.

The Data Collection window for A3 is **March 16 – March 27**. CTCs should upload files using the STN Application Center for all students testing in A3 during this window. Students can be added or moved in iTester for A3 beginning on April 6, 2009.

Any students not included in the Data Collection files will need to be added manually to the system.

Ordering Paper-and-pencil Test Materials

CTCs can order paper-and-pencil materials on the iTester Admin site. Click on A3 on the drop down menu located in the upper right-hand corner of the Home page, then click on the content area for which you are registering.

Counts can be entered for online or paper-and-pencil testing. However, each school must choose one mode of testing for each content area; schools cannot test both online and on paper for the same content area.

To order Large Print and Braille versions of the test, please contact Questar ECA Customer Support by calling 877-424-0322 or via email at ECASupport@questarai.com.

Interactive Web Training Sessions

Interactive web training sessions are scheduled to familiarize Corporation Test Coordinators, School Test Coordinators, and Teachers and/or Examiners with the online and paper-and-pencil testing process. Please see the table below for A3 training sessions.

Web Training Calendar for A3

Audience	Test Format	Date	Time
CTC	All	Tue., March 10	8:30 am - 9:45 am
CTC/STC	Online	Tue., March 17	3:00 pm - 4:15 pm
		Tue., April 7	
CTC/STC	Pencil/Paper	Thur., March 19	3:00 pm - 4:15 pm
Teacher/Test Examiner	Online	Thur., April 9	3:00 pm - 4:00 pm
		Tue., April 14	7:00 am - 8:00 am
		Tue., April 21	3:00 pm - 4:00 pm
Teacher/Test Examiner	Pencil/Paper	Thur., April 16	3:00 pm - 4:00 pm

Web Training Registration

To register yourself and your staff for a Web Training Session, please send the following information for each participant via **e-mail** to ECASupport@Questarai.com, or call Questar ECA Customer Support at 877-424-0322. **Note*: If multiple people will be joining the same training under one login, indicate which person will be the lead contact and should be responsible for receiving the registration information.***

1. Date of Session
2. Participant's name
3. School name
4. E-mail address
5. Telephone number

Specific details on the web training site and login information will be sent several days prior to the web training.

Below is the testing calendar for the remainder of the 2008-2009 school year.

Admin. Window	Testing Dates	Online Registration Deadline	Student Info Available in iTester	Delivery Method: Content Area
A2	Feb. 9 – 27, 2009	Feb. 6, 2009	Feb. 2, 2009	**Online:** Algebra I, Biology I, & English 11
A3	May 4 – June 3, 2009	**P/P:** Feb. 27, 2009 **Online:** May 1, 2009	April 6, 2009	**Online & P/P:** Algebra I, Biology I & English 11

Additional Information

Indiana ECA Computer-Based or Paper-and-pencil Testing Related Questions:
Questar ECA Customer Support
Phone: 877-424-0322
Email: ECASupport@questarai.com

Indiana End-of-Course Assessment Related Questions and General Information:
IDOE's ECA Help Desk
Phone (317) 232-9050
Email: ECA@doe.in.gov

Core 40 End-of-Course Assessment Web site:
www.doe.in.gov/core40eca

Note: For future reference, this memorandum will be posted at http://doe.in.gov/core40eca/welcome.html